

You should spend about 20 minutes on this task.

You arranged to visit a friend in England but an important event at home now means that you must change the dates of the visit.

Write a letter to your friend. In your letter

- **explain the important event**
- **apologise for the situation**
- **suggest a new arrangement**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

